

# **Embassy of the United States of America Bamako, Mali Management Notice**

**MANAGEMENT NO.:** S13-109

**DATE:** December 4, 2013

**SUBJECT:** ANNOUNCEMENT NUMBER: 13-30

**OPEN TO:** All Interested Candidates

**POSITION:** Translator/Protocol Assistant  
FSN-8, FP-6

**OPENING DATE:** December 4, 2013

**CLOSING DATE:** December 18, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinary Resident (OR): 5,962,785 CFA  
per year (Starting salary before benefits and allowances)  
Position grade: FSN-8

\*Not-Ordinarily Resident (NOR): US 44,737 per year  
(starting salary Position grade: FP-6 (to be confirmed by  
Washington)

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK  
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bamako is seeking an individual for the position of Translator/Protocol Assistant for the Embassy's Executive section.

## **BASIC FUNCTION OF POSITION**

The incumbent will serve as translator and protocol assistant to the Ambassador and Deputy Chief of Mission, and as required, other Mission officials by providing protocol guidance and liaison with the host government, official organizations, and the local population.

**A copy of the complete Position Description listing all duties and responsibilities are available in the HR Office.**

## **QUALIFICATIONS REQUIRED**

- A Bachelor's degree or equivalent in Business Administration, International Relations, Economic/Political Affairs, English, Education or Translation.
- Three years of progressive experience as assistant to a ministerial-level or equivalent manager.
- Level 5 (fluent, university-trained, native speaker equivalent) speaking/reading/writing English and French (English language proficiency will be tested).
- Good computer skills (word processing, excel spreadsheet, internet).
- Good organizational and interpersonal skills.

## **SELECTION PROCESS:**

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

### **INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED:**

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov/job-opportunities.html>; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, **PLUS**;
2. A Current resume or curriculum vitae, **PLUS**;
2. Any other documentation (e.g., driver's license, copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

### **SUBMIT APPLICATION TO**

Human Resources Office - [HROBamako@state.gov](mailto:HROBamako@state.gov)

Subject: [Translation Protocol Assistant](#)

### **POINT OF CONTACT**

HRO: 2070- 2314/2316/2511 FAX: (223) 2070-2348

### **CLOSING DATE FOR THIS POSITION: DECEMBER 18, 2013**

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## ***APPENDIX A: DEFINITIONS***

### **1. Non-Ordinarily Resident (NOR) – An individual who:**

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

### **2. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:**

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.

## ***APPENDIX B***

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References